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NPIC/D-72-67

MEMORANDUM FOR: Deputy Director for Central Intelligence

THROUGH: Executive Director-Comptroller

THROUGH: Director, Office of Planning, Programming  
and Budgeting

THROUGH: Deputy Director for Intelligence

SUBJECT: Request for Approval of Materials Handling Study,  
with Planning Research Corporation for   
from FY-1967 Funds

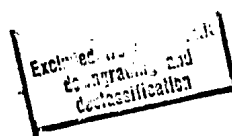
REFERENCE: Chief, Administrative Staff, O/DDI Memorandum dated  
4 February 1964 on: "Approval of R&D Activities."

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1. This Materials Handling Study is a 15-month effort to investigate and recommend more effective and economical methods and procedures for moving film and collateral documents within NPIC.

2. As the input of film to NPIC has increased from approximately 530,000 feet in 1955 to 4 million feet at present, the film files and collateral reference materials have increased proportionately. There are now over 50,000 cans of film and more than 2 million pieces of support documentation on file in the Center. Over 24,000 square feet of storage space is required for the film storage alone. The entire Collateral Support Division of 140 people is engaged in collecting, organizing, analyzing, and retrieving reference documents, and approximately 25 persons in the Production Services Division are required to maintain and move the roll film files. In addition, nearly every member of both the operational and support components in the Center devotes part of his time to selecting, ordering, waiting for, and using these materials.

3. Because of the pervasiveness of the material handling activities, the number of persons involved, and the rapidity with which these files and their use have grown, the Center has become

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encumbered by overcrowded filing facilities, overburdened support personnel, and under-utilization of its analysts and technicians because of time lost searching out and retrieving specific filed items. The dimensions of these activities are such that an increased efficiency of even one percent would save thousands of dollars per year.

4. Although Center personnel have exerted great efforts to keep ahead of this problem, it has become apparent that the enormity and the diffuse nature of the activities involved demand extensive and specialized expertise not obtainable within the Center. Consequently, 16 companies were solicited for bids on a Materials Handling Study. Seven proposals were actually received, and the Planning Research Corporation was chosen as prospective contractor after a competitive evaluation by representatives from the Technical Development Staff, the Collateral Support Division, the Production Services Division, and the Information Processing Division.

5. The work to be performed in this study, which is explained in detail in the attached proposal, will be divided into two main efforts of 6 and 9 months respectively. The first period will allow an exhaustive study of the problem, and the second will be devoted to drawing up comprehensive recommendations for systematic materials handling procedures, techniques, and equipment. There will be 5 progress evaluations evenly spaced through the study. These will serve as go, no-go decision points, as well as allow for mid-course directional refinements.

6. The study will concentrate on what have been identified as the three main areas of concern: imagery use, film storage and transportation, and collateral material. Basically, the evaluation of imagery use will be concerned with the most efficient means of making available the multiple copies of film required for different purposes and by different persons. This will require a scientific analysis of the optimum number of copies, the best means to produce the copies, and their preferable form. The study of film storage and transportation will weigh the relative advantages of various means of distributing film throughout the building, as well as improved means of controlling and recording the location of film. The third area, collateral material, will deal with the more than 2 million maps, charts, books, and miscellaneous reference documents used as tools by the analyst. The contractor will aim toward

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combining these areas into a single system, but the very different nature of the materials involved and the different parts of the building in which they are located require that they initially be analyzed individually.

7. I recommend that this project be approved for contract with Planning Research Corporation for a 15-month effort at a funding level of [REDACTED]

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ARTHUR C. LUNDAHL  
Director  
National Photographic Interpretation Center

Attachments: a/s

APPROVED:

\_\_\_\_\_  
R. J. SMITH  
Deputy Director for Intelligence

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
[REDACTED]  
Vice Admiral, U.S. Navy  
Deputy Director for Central Intelligence

\_\_\_\_\_  
Date

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**Distribution:**

Original - NPIC/SS/LB (After approval)

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(When Filled In)

R & D CATALOG FORM		DATE 11 April 1967
1. PROJECT TITLE/CODE NAME Material Handling Study		2. SHORT PROJECT DESCRIPTION A study of material handling as it pertains to the imagery exploitation process.
3. CONTRACTOR NAME [Redacted]		4. LOCATION OF CONTRACTOR Los Angeles, California (Wash., D.C.) 25X1
5. CLASS OF CONTRACTOR Applied Research		6. TYPE OF CONTRACT
7. FUNDS FY 1966 \$ None	8. REQUISITION NO.	9. BUDGET PROJECT NO. NP-M-1-09017
FY 1967 [Redacted]	10. EFFECTIVE CONTRACT DATE (Begin - end) June 1967 - October 1968	11. SECURITY CLASS. 25X1 A.A. - Secret T. - Unclassified W. - Unclassified
FY 1968 [Redacted]	12. RESPONSIBLE DIRECTORATE/OFFICE/PROJECT OFFICER TELEPHONE EXTENSION DDI/NPIC/TDS, [Redacted] 25X1	
13. REQUIREMENT/AUTHORITY To solve the massive film, chart and reference materials handling and storage problem in NPIC.		
14. TYPE OF WORK TO BE DONE An investigative analysis of current methods and procedures of materials handling (Phase I and II-FY-67) leading to the solution, development, and/or modification of equipment, and implementation and installation of an operational system.		
15. CATEGORIES OF EFFORT		
MAJOR CATEGORY Materials Handling		SUB-CATEGORIES Data Handling Data Management Automatic Processing
16. END ITEM OR SERVICES FROM THIS CONTRACT/IMPROVEMENT OVER CURRENT SYSTEM, EQUIPMENT, ETC. Reports covering: 1) Analysis of problem, 2) Recommended methods of solution, 3) Evaluation of alternates, 4) Detailed specifications for system components, 5) System implementation plan, 6) Installation of system components, 7) Personnel training.		
17. SUPPORTING OR RELATED CONTRACTS (Agency & Other)/COORDINATION (1) Aeronautical Chart and Information Center - Intelligence Data Handling System, (2) U.S. Naval Oceanographic Office-Data Handling System. Coordination has been effected with ORD, NPIC internal components and the Intelligence Community through the Committee on Photographic Exploitation (COPE).		
18. DESCRIPTION OF INTELLIGENCE REQUIREMENT AND DETAILED TECHNICAL DESCRIPTION OF PROJECT (Continue on additional page if required) The increasing photo reconnaissance activity and the resultant volume of materials to be stored in NPIC necessitate the development and installation of an advanced storage and retrieval system. Particular emphasis will be placed on automated material transport, photo storage and display, storage and retrieval of collateral data and reports, photo chip storage and retrieval map storage and display, and target and mission plot storage and display.		
19. APPROVED BY AND DATE		
OFFICE	DEPUTY DIRECTOR	DDCI

FORM 2220

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GROUP 1